

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Secretary (Office Automation) Series/Grade: GS-0318-7/8	Announcement No: ETA-03-070
	Opening Date: 5/30/03
	Closing Date: 6/09/03
Salary Range: GS-07: \$32,736 - \$42,558 GS-08: \$36,255 - \$47,132 (includes locality pay)	Number of Vacancies: One
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Office of National Programs Office of the Administrator	Promotion Potential: GS-8
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL Status Candidates, Washington Metropolitan Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:
<p>This position is located in the Employment and Training Administration, Office of National Programs, Office of the Administrator. This office provides leadership for the design, development and administration of employment and training services for Foreign Labor Certification, Indian and Native Americans, Migrant and Seasonal Farm workers, Older Workers and Disabilities Employment programs. The incumbent's primary responsibilities include the following duties:</p> <ul style="list-style-type: none"> • Serves as principal clerical assistant to the Administrator; receives and refers telephone calls and visitors, obtaining background before referring. • Maintains Administrator's appointment schedule, ensures that no conflicts exist; schedules and reschedules appointments based on knowledge of Administrator's daily activities. • Arranges meetings, including space, time, and staff; assembles background material for agenda items. • Reviews, routes, and controls mail, retaining items of special importance for personal attention of Administrator; may compose routine responses, as required by the Administrator. • Searches files, office records and other resources for background or to respond to information requests and to prepare meeting material. • Tracks progress on and reviews all Office controlled correspondence for grammar, construction, and format. • Advises Office staff on administrative and procedural requirements and instructions, provides guidance and leadership to other support staff, and recommends changes, as necessary. • Makes all necessary travel arrangements for the Administrator, including the preparation of travel documents, reservations and notifications. • Serves as Office of the Administrator time keeper and maintains its filing system.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

GS-07: Applicant must have one year of specialized experience equivalent to the GS-06 level in the Federal Service.
GS-08: Applicant must have one year of specialized experience equivalent to the GS-07 level in the Federal

Service. Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants must also meet time-in-grade requirements where applicable.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of administrative concepts and practices sufficient to recommend changes in administrative policies, interpret new instructions and procedures and instruct and assist clerical staff appropriately. (H)
2. Knowledge of office automated systems, standard word processing and spreadsheet software. (H)
3. Ability to perform wide-range of administrative, clerical duties and advise on ways to increase efficiency of office operations. (H)
4. Ability to meet and deal effectively with others and to provide technical assistance to Divisional clerical staff. (H)
5. Ability to organize and prioritize work to meet established deadlines. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><u>X</u> -- Most recent supervisory performance appraisal.</p> <p><u> </u> -- College transcript, if qualifying on education.</p> <p><u>X</u> -- Copy of SF-50 to confirm status.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Fabiana Nevado Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL Status Candidates, Washington Metropolitan Area</p> <p>An incomplete application package may result in your being considered ineligible.</p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.